
Absent: David Kottler, Carrie Westberg

Staff Present: Brian Hanton, Brian Kadziel, Justine Kadziel, Ben Liegert, Melissa O’Brien, Bob Radke, Matt Strader, Megan Suhadolc

Attending Guests: Kim Carson, Summit County Council

CALL TO ORDER AND PUBLIC INPUT
The meeting of October 11, 2018 was called to order by Chair Castro at 6:00pm.

There was no public input.

Chair Castro closed public input at 6:00pm.

CONSENT AGENDA
1. REQUEST TO APPROVE MINUTES FROM 9/13/18 and 9/21/18
2. REQUEST TO APPROVE THE PRIOR MONTH’S EXPENDITURES

Newman asked about the Child Support Services line item and Suhadolc said that it is a required child support payment by a District employee.

Brown was confused about the payment to Canyons Golf for the Swing for Sports Golf Tournament. B. Kadziel explained that it was the amount owed to the course after the 55/45 player split. He added that besides the revenue from the player split, revenue was taken from hole sponsorship costs and opportunity drawing purchases to contribute to the overall amount raised by the event.
Newman asked about the Alta Planning & Design expense and Suhadolc answered that it was for trails.


**DISCUSSION AND POSSIBLE APPROVAL OF CONTRIBUTION TO SUMMIT COUNTY FOR JEREMY RANCH UNDERPASS PROJECT**

Board members received a staff report from Bob Radke in their Board packets prior to the meeting. Radke reminded the Board that prior to 2014, residents in the Jeremy Ranch and Pinebrook neighborhoods urged the County and the District to build an off-grade pedestrian crossing under I-80 in that area. The District listed a feasibility study for such a project as a potential use of the 2014 Bond. Since that time, Summit County constructed an off-grade sidewalk/trail through the interchange and connected it to the Rasmussen Road Trail and Millennium Trail. The need to perform a feasibility study was rendered moot when the off-grade trail was installed. District staff discussed using the earmarked funds to help fund pedestrian underpasses under the on and off ramps of the new interchange. This idea was presented to and well received by Summit County Engineering. The District proposes to allocate $200,000 from the 2014 Recreation and Open Space Bond toward these safe pedestrian crossings.

Suhadolc clarified that in June 2018, the Board approved $1.8 million of budgeted bond funds to the project and that this motion for the remaining $200,000 will reflect the entire $2 million that was mentioned in the June staff report.

Resnick was appreciative of that clarification as he felt that $200,000 would not be adequate for the job. He asked about the funds being used next year instead of 2018 and Hanton responded that there most likely would be some prep work started this year.

**MOTION:** To allocate $200,000 from the 2014 Recreation and Open Space Bond to Summit County for pedestrian underpasses under the on and off ramps on the Jeremy Ranch Interchange Project. [Brown/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary Resnick. None Opposed. Absent: David Kottler, Carrie Westberg. Motion carries.

**DISCUSSION AND POSSIBLE APPROVAL OF THE TENTATIVE 2019 AND 2018 AMENDED BUDGETS FOR RECOMMENDATION TO COUNTY COUNCIL**

Board members received the tentative 2019 and 2018 amended budgets presentation from Megan Suhadolc in their Board packets prior to the meeting.

Suhadolc started by informing the Board that she and Director Hanton met with County Manager, Tom Fisher and that he didn’t have any concerns with the information presented. His
only request was to keep him and the Council up-to-date and informed of any District capital projects that would pique the interest of the public.

Suhadolc shared that the 2018 budget will be amended to reflect forecasted final numbers for revenue and expenses. $1,012,534 will be transferred to Capital replacement, with $367,708 from the amended 2018 budget excess and $644,826 from the General fund balance. The year-end General fund balance will be $2.6 million, which is 76% of the allowed amount by the Utah statute.

The 2019 budget reflects a 6.1% increase from the 2018 budget. The budget includes property tax revenue increasing by 3.8%, charges for services revenue increasing by 4.3%, and $90,000 of the general fund balance being used as a source of revenue for the strategic action plan. The budget also reflects the service agreement with the County increasing 66%, and no change to the $50,000 Ice Arena contribution from the District. If the Board decides to increase the contribution based on inflation, then the Ice Arena expense would become $67,000. The fund balance at year end is estimated to be $2.5 million.

Suhadolc asked for Board input regarding the District’s Ice Arena contribution. Castro stated that he felt the District’s contribution should remain at $50,000 due to the service agreement with the County increasing. Newman agreed with Castro and would prefer Ice Arena staff to come forward with large purchase item requests rather than accounting for inflation. Resnick commented that, due to discussion of the two sheets of ice being constructed by a private entity, it would be best to keep things as is until staff has a better idea if these additional ice sheets satisfy the community’s needs. Kahlow agree with Resnick’s comment.

Payroll and benefits are 64.7% of the Districts overall operating expenses. Staff is proposing Full-Time annual employees go from 29 to 30, but Seasonal and Part-Time employees will go from 22.5 to 21.8. The budget reflects a 6% payroll increase for a combination of COLA and merit. Suhadolc shared that, in her discussion with Brian Bellamy, Summit County Personnel Director, the County is also proposing a 6% increase, a combination of 3% COLA and 3% merit. The County is proposing the maximum merit for an employee of 5%, but a department’s average can’t be higher than 3%. Suhadolc added the medical insurance premiums will increase 5%, or possibly a little higher.

For the Capital Fund 2018 Amended Budget, Capital replacement will receive the $1 million transfer from the General fund. 2018 expenditures will be amended down by $18 million due to delayed projects, land acquisitions still under negotiation, project uncertainty, and master plans still being developed. Capital budget highlights for 2019 include, Discovery trailhead construction ($550,000), master planning of Silver Creek Village ($100,000), potential park development ($750,000), and capital replacement purchases and projects ($706,000).
Additionally, there will be a spend down of funds from the 2015 bond including, trail projects ($1,370,000), contingent on County Transportation Master Plan, recreation facilities ($2,586,000), contingent on the PCMC ice facility decision, and open space acquisitions ($12,900,000), contingent on negotiations.
Resnick asked about the extent and depth of master planning involved with the Silver Creek development. He was curious about what amount of planning would be given to the District for $100,000. O’Brien explained that there appears to be two tracks of master planning going on, one being the overall District master planning, dealing with levels of service and community survey. Staff is hoping that will provide good information for the District. She explained that, given the fact that Silver Creek Village is behind where staff thought it would be at this stage, staff would like to undergo the more robust process in hopes it will make the planning on that park easier. Resnick thought the District was further behind in that it wouldn’t be in a position to do granular planning. Hanton added that once the facility demand study is complete, staff would have a better plan by the end of 2019.

Suhadolc spoke about truth in taxation and whether it should be considered for 2019 with the large projects that staff is hoping to accomplish. Castro asked about the current rate and if there is a variable range. Suhadolc answered that she had not done any estimates yet. Director Hanton added that he is hoping to use the County’s experience, as it recently completed the process. Resnick thanked staff for completing the capital replacement task. He feels that the timing that staff just disclosed regarding truth in taxation is awkward for him personally to send this budget forward. He shared that this applies to him to be a “broken budget,” in that it shows going negative in two years with no attempt to adjust so that it is not negative. He shared his concern in sending this budget to the County without some very strong footnotes explaining the awkward timing of this situation relative to figuring out what a sustainable budget would look like, which would then drive a request for an increase in tax. Newman said that he would love to see a contingency plan should the District’s taxation revenue not increase. Castro asked if staff had come up with a life cycle or schedule of these equipment costs. Suhadolc said that the District has the asset depreciation schedule and then a capital replacement schedule. Resnick shared another approach which would encompass a hard scrub in order to turn these numbers positive.

Kahlow asked about the funds remaining for open space. Suhadolc said that at the end of 2018, there should be $12.6 million left due to acquisitions not being finalized and then all of that amount to be spent in the 2019 budget. Resnick said that, due to the timeline presented, he encouraged staff to add the strong footnote. His goal in bringing this forward was just to acknowledge that this was not an acceptable budget. Resnick wanted to clarify that the governing body of Summit County is the entity that would be approving the budget.

The 2018 Impact Fee budget will be amended. Revenue and expenses were decreased based on forecasted year-end amounts. Revenues are estimated to be higher in the 2019 Impact Fee budget than the amended 2018 budget. There will be expenses for Discovery trailhead construction and potential park development.

2018 Debt Service budget will be amended. Revenue will be increased due to property taxes and expenses will increase for General Obligation bond 2011 and the transfer to the General Fund.

2019 Debt Service budget will show revenue from property taxes and expenses to pay for the six outstanding General Obligation bonds of the District.

Suhadolc explained that changes will be made based on Board input and then will be presented to the Governing Board on November 7. Board will review again during the November 15 Board meeting and then a public hearing and Council approval will take place on December 5.

DISCUSSION OF PROPOSED CHANGES TO DISTRICT POLICIES AND PROCEDURES, CHAPTERS 8-10

Board members received a staff report from Brian Hanton, Megan Suhadolc, and Melissa O'Brien in their Board packets prior to the meeting. O'Brien explained that the District is currently on an annual cycle of amending its three sets of policies (District Policies and Procedures, Personnel Policies and Operational Policies) and submitting those amendments to Summit County Council after budget season. Earlier this year, the process by which the Board monitors and evaluates the District Director was identified as an area of potential amendment. These processes are covered in the District’s Policies and Procedures Chapter 8. Changes to Chapter 8 necessarily cause review of Chapters 9 and 10 due to references within. Staff is hoping to receive feedback from the Board on the redline document Board members received in their Board packets. Staff can then finalize changes to these chapters for a potential Board vote in either the November or December board meeting.

Resnick shared that this was excellent work of the District Director Liaison Committee and that O'Brien did a fantastic job of reviewing and editing the policy. He provided an overview of how the Board assesses the performance of the District Director. There are four Ends that the District Director is always working toward and are part of the policy. There are also Executive Limitations, which are things the Director should not do. For the past couple of years, the Board has been working with the Director to establish 3-6 annual goals. There is also something called Monitoring, which specifically relates to monitoring of both Ends and Executive Limitations. The Monitoring as described in the current policy is fairly formal and it involves data from various sources. The performance review has been evolving towards the County’s performance management system, where performance factors are identified, along with District Director goals. Resnick suggested to start Board discussion is to maintain the Ends as they are with tweaking as desired, maintain all 11 of the Executive Limitations, however in the monitoring strike a sentence to allow the Board to be more flexible in the data used. Newman shared recommendations concerning spelling out who would step in should something happen to the Director. He also felt that board minutes being provided to the Board could change to be a week before the meeting rather than the 20 days as currently written. Castro said that he was happy with all of the recommended changes.

Resnick said that he was willing to draft the spreadsheet for the Director’s review and start the process. Director Hanton will provide a copy of what he has achieved against his goals and Board will send a request for input from the governing body members, Board, and staff.

QUESTIONS ON DEPARTMENT UPDATES
Board members received Department updates from Staff in their Board packets prior to the meeting.

Newman thanked B. Kadziel for providing a great day at the Swing for Sports Golf Tournament and encouraged Board members to participate in the future.

Castro asked about the new turf field at The Fieldhouse and Strader explained that it has been great, and the new walkway has really helped with keeping pellets out of the fitness studios along the field.

Castro asked if the Toll Canyon trail is moving along and Radke explained that the snow required staff to take a break.

Newman asked about staff takeaway from their meeting with Boulder trail staff. Radke said that they spent a good deal of time discussing the trail development process. They also discussed single use trails and directional trails. Staff went out and did a trail reroute of RTS aiming to apply the accessibility standards. Castro asked if Boulder staff had any thoughts on e-bikes.

Radke said they don’t have the issue like Park City does in that they only have 20 miles of mountain bike trails. Newman mentioned a Facebook thread from White Pine surrounding the e-bike issue and asked if it filtered over to the District. Hanton said that it hadn’t.

Castro asked about the pickleball league at The Fieldhouse and Strader answered that the clinics and league are full. The clinics are geared toward beginner level players. Castro said he would love if staff could provide more information to Board about the sport of pickleball.

UPDATES FROM DISTRICT COMMITTEES

STANDING COMMITTEES:

District Director Liaison & Annual Review Committee (Chair Gary Resnick, Aaron Newman): have mentioned everything already in the meeting.

Personnel Committee (Chair David Kottler, Aaron Newman): did not meet.

Audit Review Committee (Chair Ben Castro, all Board Members): did not meet.

Trails Committee (Chair Nate Brown, Cathy Kahlow): Discussion on e-bikes and how to improve trail etiquette in the community. There was discussion of signage and providing a consistent message. Resnick asked if staff had any data on the scope of the problem and staff replied they did not.

Open Space Committee (Chair Cathy Kahlow, David Kottler): did not meet.

AD HOC COMMITTEES:

Recreation Committee (Chair Nate Brown, Aaron Newman): did not meet.

Capital Investment Committee (Chair Gary Resnick, Cathy Kahlow): did not meet.

BOSAC COMMITTEE: The committee met twice since the last Board meeting and is in the process of looking at revamping old criteria on how to evaluate open space. One of the nuances brought up was open space that doesn’t have a recreation component, but the County indicated that it may have funds in the future where the recreational component is not necessary. Castro
asked if the County would be requesting that through the District or with a separate entity.
Kahlow said that was a good question and that it would seem that the District would not be
involved in an acquisition such as that. O'Brien added that on October 24, a joint meeting
between BOSAC and County Council will happen to get some clarification on questions such as
that. Kahlow would like to send that criteria out to the Board and O'Brien said that she would.

DIRECTOR COMMENTS
Director Hanton shared that he met and had a good conversation with Kathy Pederson about
pickleball. She is very interested in the development of pickleball courts at Willow Creek. He
said that there is discussion to be had with staff about whether to continue building multi-
purpose courts like the District has done in the past, or to look into building dedicated pickleball
courts to potentially alleviate some of the issues that occurred this summer. Director Hanton and
Pederson discussed having better signage up at the courts to make the rules clearer to the user
groups. He said that Pederson seemed open to his comments. After hearing from both user
groups, Director Hanton hopes to continue brainstorming with staff. Newman asked questions
about the grant that was received by the pickleball group and Hanton said this was one of the
first time a user group came to staff with that. Director Hanton approached the Willow Creek
HOA because of its previous concerns with District tournaments and programs. Kahlow
wondered how the tennis community will react if more pickleball courts are permanently put at
Willow Creek Park. Director Hanton responded that nothing has been decided but that staff is
looking into options for some permanent tennis and pickleball courts, rather than courts being
multi-purpose.

He told the Board that he just received an email from the Summit County Transportation
Manager about conducting van tours regarding the transportation plan. He told that he would
send along to the Board.

Director Hanton shared that the District will be applying for Recreation, Arts & Parks (RAP)
Recreation Grants. Some of these projects include sound panels for the gymnasium at The
Fieldhouse, as well as a sound system. Brown asked what is being used now and Strader replied
that staff uses portable speakers. Replacement of the floor in the yoga room at The Fieldhouse, a
machine for trails, and improved bike park structures, and playground shade are additional
projects that Staff would like to seek grant funding for.

BOARD MEMBER COMMENTS AND REVIEW OF ACTION ITEMS
Resnick shared the positive feedback he has received regarding Gorgeza and positive
relationship between the District and the developer.

Resnick asked if District staff has received a draft management plan for Bonanza Flats and
Radke said they have not received anything, and it is his understanding that the conservation
easement has not been completed.

Castro thanked Strader for accommodating the High School Cycle Team to the cycle room at
The Fieldhouse.
CLOSED SESSION: PROPERTY ACQUISITION

At 7:55pm, staff was dismissed, and Chair Castro called for a motion to enter into executive
session to discuss property acquisition. Director Hanton and Melissa O’Brien were invited to
stay for the discussion regarding property acquisition, as well as Kim Carson from Summit
County Council.

The executive session to discuss property acquisition was recorded.

Those in attendance were: Nate Brown, Ben Castro, Aaron Newman, Gary Resnick, Brian

MOTION: To enter into executive session for the purpose of discussing property acquisition.

At 8:30pm, Chair Castro called for a motion to close executive session for the purpose of
discussing property acquisition and adjourn the meeting.

MOTION: To close the executive session for the purpose of discussing property acquisition.
[Resnick/Brown] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary

MOTION: To adjourn the meeting of October 11, 2018. [Resnick/Newman] All in favor: Nate
Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary Resnick. None Opposed. Absent:
David Kottler, Carrie Westberg. Motion carries.

MOTIONS:

MOTION: To allocate $200,000 from the 2014 Recreation and Open Space Bond to Summit
County for pedestrian underpasses under the on and off ramps on the Jeremy Ranch Interchange
Project. [Brown/Newman] All in favor: Nate Brown, Ben Castro, Cathy Kahlow, Aaron
Newman, Gary Resnick. None Opposed. Absent: David Kottler, Carrie Westberg. Motion
carries.

MOTION: To advance the tentative amended 2018 and proposed 2019 District budgets for
recommendation to the Summit County Governing Body. [Resnick/Brown] All in favor: Nate
Brown, Ben Castro, Cathy Kahlow, Aaron Newman, Gary Resnick. None Opposed. Absent:
David Kottler, Carrie Westberg. Motion carries.

Minutes prepared by Justine Kadziel

Clerk/Board Member Approval: ____________________________

Snyderville Basin Special Recreation District
Board Meeting October 11, 2018